



Information Technology Division

Follow-up Notice to All Government Agencies Using MNCIS Odyssey Assistant Client Software – ACTION REQUIRED BY APRIL 30, 2011

Date: March 7, 2011

To: All Government Agencies Using MNCIS Odyssey Assistant Client Software

Purpose of This Notice: To inform you of a change to the MNCIS Odyssey Assistant Client Software

Details: The MNCIS Odyssey Assistant client software has been updated. All users must re-install the client software by April 30, 2011. However, some users have already re-installed. **If your agency has already re-installed as of November 14, 2010 or after, you do not need to do it again.** If you are not sure, you can check within the MNCIS Odyssey Assistant client by clicking on **Help > About** to verify that the **Site** is set to **Prododyssey**. PLEASE FORWARD THE INFORMATION IN THIS NOTICE TO YOUR AGENCY'S TECHNICAL STAFF.

This re-installation is necessary because of an enhancement to the software and is required for government agencies to view electronic documents in MNCIS Odyssey Assistant, when documents become available. The Minnesota Judicial Branch is at the beginning stages of making some electronic documents available in cases in some counties. The first set of public documents to be automatically available to all government subscribers will be public documents in public cases in Dakota County. Visit this link for updates: <http://www.mncourts.gov/?page=4353>. Please do not call court administrators for more information. If you do not see document image icons on a case, then they are not yet available for that case. More information will be posted at the link above as it becomes available.

For the agencies that still need to re-install the MNCIS Odyssey Assistant client software, it must be re-installed on each user's computer within your agency. Between now and April 30, 2011, both the old and new client software will be supported and operational. However, beginning May 1, 2011 the old software will no longer be operational. Complete installation instructions can be found at <http://www.mncourts.gov/?page=1678>. (The same installation prerequisites apply and your MNCIS Odyssey username and password will remain the same.)

Previously, we had informed government agency users that it would be necessary to re-install the client software between November 14, 2010 and January 14, 2011. This directive was temporarily put on hold, but that HOLD HAS BEEN REMOVED. We have resolved the technical issues, so please resume re-installing the MNCIS Odyssey Assistant client software.

If you have questions about the content of this notice, please contact MJCMNCISGovtAccessProcedural@courts.state.mn.us. If you have questions about the technical process, please see Option 1 under our Support Options <http://www.mncourts.gov/?page=1678>.

Instructions to Technical Staff:

You must be an administrator to install the client software and you must be a Power User to run it. Follow the steps below for re-installing the client software. The complete instructions are available at <http://www.mncourts.gov/?page=1678>.

Important Notes:

- The site name that you access will change to PRODODYSSEY and you must be able to resolve <http://odyprod.courts.state.mn.us> (156.98.54.85 or 156.98.171.223).
- There are 2 ways to update/install the new site and the MNCIS Odyssey Assistant client; however, we recommend that you use option 1, below. These options are highlighted below but more detail is available at <http://www.mncourts.gov/?page=1678>.
 1. **Download the OA Installer & Install OA:** This MSI installation option automates the installation process for you. The MSI will:
 - ✓ Remove the previous registry entries.
 - ✓ Remove the folder structure of the existing install, and build the new folder structure. (The installation location is now customizable and can be determined by the administrator.)
 - ✓ Create a new desktop icon called PRODODYSSEY.

OR

2. **Connect to the OA AdministrationSite:** This option requires additional manual steps to remove the previous install. As a result, the MSI installation option is the preferred method to follow (located above). If you use the option for connecting to the OA AdministrationSite, it can also be installed from <http://odyprod.courts.state.mn.us/administrationsite>.